

## *Carl Moyer Program Procedure for Interdistrict Redirection of Grant Funds*

To facilitate district-to-district redirections of Carl Moyer Program funds, the transferring district completes the *Redirection of Funds Form* posted on the Air Resources Board (ARB) [Moyer Admin Forms webpage](#). The district selects the section that applies to the request and provides the information specified, including project and admin fund amounts to be transferred. The form is signed and dated by the Air Pollution Control Officer (APCO) or Moyer Program manager, and mailed to Sibyl Britton at ARB with the following items:

1. Resolutions or minute orders from both districts that show Board approvals of the redirection.
2. A Memorandum of Understanding (MOU) addressing the items listed below. This can take the form of a letter signed by both district APCOs that:
  - ◆ Spells out the details and conditions of the redirection of funds.
  - ◆ Identifies which district is responsible for any required match associated with the redirected funds.
  - ◆ Identifies the funding year and the associated expenditure deadline of the redirected funds.
  - ◆ Specifies how and when payment will be made to the district that is receiving funds, including one of the following:
    - ◇ *If the transferring district has not submitted a disbursement request to ARB, the MOU should specify that the district that is receiving the funds will submit the request to ARB following approval of revised grant agreements by the ARB Budgets Chief.*
    - ◇ *If the transferring district has the funds already, the MOU should specify that it will pay the receiving district directly, following approval of revised grant agreements by the ARB Budgets Chief.*

***NEW in 2015:*** After receiving these items from the transferring district, ARB staff will develop new or amended grant agreements, to be sent to districts under cover letters signed by the Chief of the Incentives and Technology Advancement Branch (like the original grants). District APCOs will sign and return the grant agreements for signature by the ARB Budgets Chief. After the Budgets Chief signs, the receiving district may request either a disbursement of funds from ARB or payment from the transferring district. *In the latter case the receiving district is asked to send a copy of the check to Sibyl Britton at ARB.*

***For funds due for expenditure by June 30 of the current fiscal year, districts should submit the Redirection of Funds Form, resolutions and MOU no later than April 15 to allow time needed for processing new grant agreements and subsequent disbursement requests.***

***Disbursement requests to ARB must be submitted by May 15 to ensure payment within the fiscal year.***